

AIS Application Development Standards

Report Standards

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Introduction

Report printing is time consuming and costly. When a report is misplaced or lost, it can take several hours to reconstruct the report. Electronic storage of output reports streamlines this process and provides efficient distribution of reports, retrieval of current or prior versions of reports, and retrieval of selected portions of a particular report.

AIS utilizes InfoPAC's Report Distribution System (RDS) to store and distribute output reports online. RDS allows AIS to maintain disk and tape copies of production reports and to view reports from disk. RDS should be used as the repository of our production reports whenever possible.

Procedure

The information listed below must be contained in all production reports, whether for print or online distribution. The only exceptions are reports that require a unique, specific format, such as checks or 1092s.

- System/Application Name, e.g., Admissions, Financial Aid, or Payroll
- Program/Module Name
- Run Date/Time. (Century must be included).
- Period Report Date: This is the period the data in the report covers.
- Page Number
- "END OF REPORT" must be the last line on the report.
- Index: All program-generated indexes must be positioned in front of the report.
- 80 character-per-line reports are preferred, to increase online legibility.

Creating RDS Reports

Application developers will work with Production Support Services (PSS) when adding or changing reports in RDS. RDS currently does NOT support reports with forms overlays. Headings, title pages, etc. in the forms overlay would have to be incorporated into the actual program that generates the report before the report can be migrated to RDS for online viewing. Developers should contact Production Support Services once it is determined what the report layouts will look like. PSS will need two weeks to establish the reports into the test environment.

In order to properly define a report to RDS, submit an "**RDS/ADD Report Request**" form to PSS with the following information:

- Report Name
- Job Name
- Report Id
- Size of Report
- Recipients' Logon IDs
- Retention of each report
- Number of on-line versions.

NOTE: Everyone who receives an ACF2 ID will automatically receive an RDS ID. But, an individual can only access a report from RDS after their Logon ID has been defined to that particular report.

- If user training is required, PSS can assist the development team in performing the necessary training but it is the application team's responsibility to provide training to their user community. PSS will be involved only if the development team does not have the necessary expertise to perform the training.

Accountability & Compliance

Each individual in AIS is responsible for migrating candidate reports to the RDS environment. All AIS managers must ensure that this is accomplished and that this standard is adhered to by their staff.

All new reports should be developed for RDS. Project managers are responsible for planning the migration of existing reports to RDS.

Exceptions

All exceptions to this standard must be approved by the AIS Application Manager.

Related Policies, Standards, & Guidelines

- [System Life Cycle Policy](#)
- [Project Management Standard](#)
- [RDS User's Guide](#)

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Updated on August 5, 1996